

Start a Zoom meeting instantly in Outlook

You must have a Zoom account in order to use these instructions.

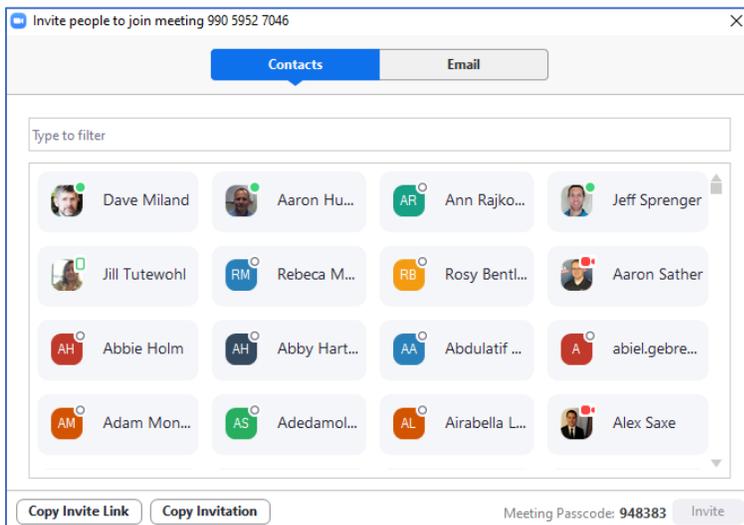
INSTRUCTIONS

1. In Outlook, click on the “Start Instant Meeting” button in the ribbon along the top.



This will immediately start a Zoom meeting.

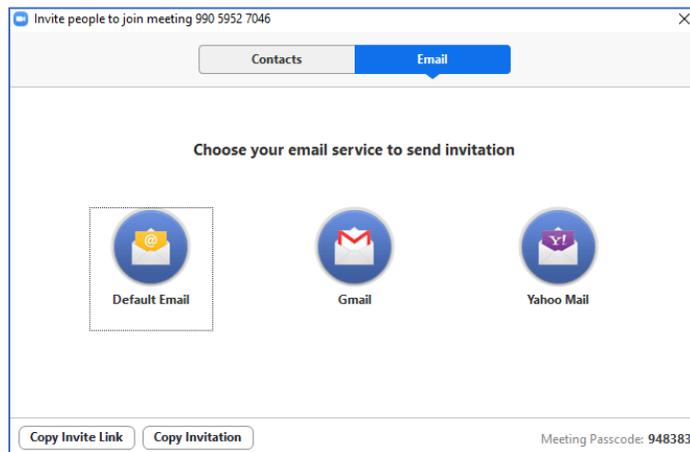
2. Click the “Participants” button along the bottom of the Zoom meeting window. The Participants box will appear on the right side.
3. Click the “Invite” button at the bottom of the Participants box. The Invite dialog box will appear.



There are two ways to invite people to your instant Zoom meeting:

- a. If the people you wish to invite have County-issued Zoom accounts they will be listed under “Contacts”. (The invitee must actually be logged into Zoom to receive the pop-up invitation.)
 - i. Use the “Type to filter” field to search for them by name or by scrolling through the list until you find them
 - ii. Click their name to add them to the invite list.
 - iii. Click the “Invite” button at the bottom.

- b. **If the people you wish to invite do *not* have County-issued Zoom accounts** you will have to enter their email address manually.
- i. Click on the “Email” tab at the top of the dialog box.



- ii. Click “Default Email”. This will open an Outlook meeting invite that includes the Zoom meeting information.
- iii. Enter the attendee’s email address in the “To” field and **click “Send” when you’re ready to send the invitation.**

If you run into any problems or have any related questions, feel free to contact the I.T. Help Desk via email (helpdesk@co.dakota.mn.us) or by phone at (651) 438-4346.